

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

March 4, 2003

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**FROM: ROBERTA YORK, DIRECTOR
PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT: REQUEST FOR PROPOSAL FOR TRANSPORTATION SERVICES FOR
HEAD START/STATE PRESCHOOL PROGRAM**

RECOMMENDATION: Approve Request for Proposal for transportation services to children enrolled in the Head Start/State Preschool Program throughout the County of San Bernardino and authorize the Preschool Services Department to release the Request for Proposal.

BACKGROUND: Preschool Services Department (PSD) operates the Head Start/State Preschool Program in San Bernardino County. Currently there are thirty-seven sites operated directly by PSD providing comprehensive child development services to over 4,600 children of low-income families throughout the County.

Transportation is provided for enrolled children who live one mile or more away from the site in order to ensure their safety and to assist them in attending school. To provide transportation for the children who need it, PSD contracts with vendors for services for enrolled students. Four of the thirty-seven sites do not require contracted transportation services at this time as the families live within one mile of the site. As a result, this RFP will affect only thirty-three sites.

On February 15, 2000, the San Bernardino Board of Supervisors approved a Request for Proposal (RFP) for transportation services for the Head Start/State Preschool Program. Laidlaw Transit, Inc. was awarded a contract from September 2000 through June 2001 as a result of that procurement. The Contract was extended for FY01/02 and FY02/03. As per County Policy No. 11-06SP, a new procurement will be conducted to obtain the required services for FY03/04.

Approval of this RFP will allow PSD to formally advertise to the public, the County's desire to enlist various agencies to provide transportation services to meet the needs of the children that attend Head Start/State Preschool Programs. The County intends to advertise the RFP through Internet posting (County of San Bernardino web site), area newspapers, and direct mailings. The basis of selection will include experience, methodology for scheduling of routes, pick-up points, bus monitors, field trips, plan of safety instruction of personnel, and cost effectiveness.

Services are expected to begin on July 1, 2003 and end on June 30, 2004. The total dollar amount to be awarded, among all successful proposers, is not anticipated to exceed \$3,000,000.

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**REQUEST FOR PROPOSAL FOR TRANSPORTATION SERVICES FOR HEAD
START/STATE PRESCHOOL PROGRAM**

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REVIEW BY OTHERS: This RFP has been reviewed by HSS Contract Compliance Designee (Bruce Fordon, Administrative Supervisor) on February 10, 2003, and County Counsel (Julie J. Surber, Deputy County Counsel) on February 12, 2003. This item has also been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst) on February 18, 2003 and by HSS Finance (Kristin Letterman, Administrative Manager) on February 19, 2003.

FINANCIAL IMPACT: The contract(s) for transportation are 100% State and Federal reimbursed. These contract(s) are 93% Federally funded by the Department of Health and Human Services/Administration for Children and Families, and 7% State funded through the California Department of Education. Adequate appropriations and revenue will be included in PSD's FY 03/04 proposed budget and will result in no local cost to the County. Funding is expected to continue at the current level for these contract(s) in FY 03/04 and subsequent years. State funding is not expected to be affected by the Governor's proposed changes to the FY03/04 budget.

Cost Reduction Review: The County Administrative Office has reviewed this agenda item and concurs with PSD's proposal and recommends this action. Any contract(s) that are approved as a result of this RFP will be fully funded by Federal and State revenue sources that are not in jeopardy.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Roberta York, Director, Preschool Services Department (909) 387-2355

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